## KYTC Information Guide



The Organizational Management Branch, within the Office of Human Resourcel Management, produces and distributes the Kentucky Transportation Cabinet (KYTC) *Information Guide* to help meet the Cabinet's goal of delivering the best possible service to all customers. This guide enables Cabinet employees to be more responsive to customer needs and to understand more clearly the Cabinet's organizational structure and operations. It also serves as an excellent tool for orienting new employees to the Cabinet.

This guide includes a Key Words Index, a comprehensive listing that helps users quickly locate topics of interest.



200 Mero Street Frankfort, KY 40622

**NOTE:** All listings in this guide refer to locations in Frankfort, Kentucky, unless noted otherwise.



#### **KEY WORD INDEX**

511

49 CFR Part 26

Above & Beyond Program

Access Management

Accounts Payable

Accounts Receivable

Acquisitions

Administrative Regulations

Adopt-a-Highway Program

Affirmative Action

Air Quality

Aircraft Fleet

Airport Development Program

Airport Maintenance

**Airport Projects** 

Apportioned Registration

Appraisals

Appropriations

**Area Development Districts** 

Authority by Wire

Auto Dealer: Citations, Complaints Against, False Advertisement, Licensing, Rights Protection

**Aviation Regulatory Program** 

AVIS (Automated Vehicle Information System)

**Award Contracts** 

Benefits, Employee

Bicycle & Pedestrian Program

Blind Transportation, Department of

Blueprint (Reprographics)

**Board of Claims** 

Bridge Design

**Bridge Maintenance** 

**Bridge Rehabilitation** 

Bridge Replacement

**Bridge Widening** 

**Buckle-That-Child Hotline** 

Budget

**Building Safety Inspections** 

**Building Security** 

**CADD** 

Capital Construction Budgeting

Capital Construction Projects

Carpool/Energy

Cash Flow & Budgets

Cash Flow Balances & Cash Management

Cash-Basis Statements

Categorical Exclusions

CDL

Certification, Airports & Heliports

Change Order Review Committee

Change Orders, Construction Contracts

Charter Services, Air

Child Passenger Safety

Civil Engineering Scholarship EIT Rotation Program

Claims, Construction

Classifications, Personnel

Clean Air Act

**CMAQ** 

Coal Haul System

Commercial Driver's License (CDL)

Commodities / Services Procurement, Misc.

**Commodity Codes** 

Compliance, Contract

Compliance, Employee

Compliance, Tax

Condemnation

Conference Center

**Congestion Management** 

Congestion Mitigation & Air Quality (CMAQ)

**Construction Estimates** 

**Construction Proposals** 

**Consultant Services** 

Consultants / Engineering Firms Audits

**Contract Administration** 

**Contract Advertisement** 

**Contract Award** 

**Contract Compliance** 

**Contract Proposal** 

**Coordinated Transportation** 

Counseling, Employee

County Road Aid Co-op Program

County Road Aid Funding

**CRASH Database** 

**Cumulative Impact Assessment** 

DBE

Dealer-Refund Request

**Debt Collections** 

Disadvantaged Business Enterprise

**Disciplinary Actions** 

Discipline, Employee

Discrimination, Employee

Drainage, Roadway

**Driver Improvement Course** 

**Drive Smart Kentucky** 

**Drive Smart Kentucky Bear** 

**Driving History Record** 

Educational Materials, Public

EMARS (Enhanced Management Administrative & Reporting System)

**Emergency Response** 

**Employee Tax Deductions** 

**Employment Practices** 

**Engineer Estimates** 

**Engineering Procurement** 

**Engineering Recruitment** 

**Engineering Research** 

**Engineering Technology** 

**Engineering Training** 

Engineering/ Laboratory/Selected Equipment Purchases

Engraving

Entrepreneurial Development Institute

Environmental Analysis (Base Studies) Air Quality, Archaeological, Cultural, Historical, Socio-economical

Environmental Assessments, Impact Study, Process Review

**Environmental Audits** 

**Equal Employment Opportunity** 

**Equipment Auction** 

Equipment, Off-Road / Road

**Equipment Sales** 

Equipment, Surplus / Salvage

Estimates, Final

Expenditures

**External Audits** 

**External Investigations** 

Family Medical Leave

**Fatal Vision Goggles** 

Federal Highway Administration (FHWA)

Federal Discretionary Funding

Federal-Aid Funds, Program

Ferry Operations Program

**FHWA** 

**Financial Transactions** 

Fire/Tornado Insurance

First Report of Injury or Illness (IA-1)

First-Aid Training

Fiscal Compliance

Forms, Cabinet

FTA (Federal Transit Administration) Grants

**Fuel Cards** 

Funding, County Road Aid, Municipal Road Aid, Rural / Secondary

**GAAP-Basis Statements** 

Geographic Information Systems (GIS)

Geotechnical Drilling, Engineering, Testing

**Ghost Outs** 

GIS

Governor's Executive Committee for Highway Safety

**Graduated Driver Licensing** 

**Grant Audits** 

Grants, Highway Traffic Safety

**Graphic Design** 

Grievance, Employee

**Groundwater Protection Plans** 

HB 655 Requests & Other Project Requests

Health, Employee

Hearings

Hearings, Driver Licensing

**Highway Information System** 

**Highway Maintenance** 

**Highway Mapping** 

Highway Performance Monitoring System

Highway Safety Data

**Highway Systems** 

**Human Services Transportation Delivery** 

IFTA (International Fuel Tax Agreement)

**IFTA Audits** 

**Incident Management** 

Inspections, Construction

Insurance

Intelligent Transportation Systems (ITS)

Inter-Account Bills

Intergovernmental Reviews

Internal Audits

Internal Investigations

Inventory, Cabinet

Investigations

**IRP Audits** 

Job Access/Reverse Commute

Jobsite Safety Inspections

Judgment Day

Kentucky Usage Audits

**KIT Audits** 

KOSHA, Cabinet Compliance

**KYU Audits** 

**Laboratory Analysis** 

Lease / Rent Permit Holders Audits

Leave, Annual Leave Sharing, Family Medical, Sick Leave Sharing

Legislation

Liaison with Law Enforcement

License Plates: Disabled Parking, Special

License, Driver's

License: Bus, KYU, Limousine, Solid Waste Transporter, Taxicab

Licensing, Airports, Heliports

Liens, Vehicle Liens, Vendor

Lights, Navigational, Roadway

Litigation

**Location Engineers** 

Maintenance Management

Maintenance Standards

Materials Specifications, Standards, Testing

Media Relations

Medical Review Board

Memorandums of Agreement

Metropolitan Planning Organizations

Misuse of Cabinet Assets

Mobile Radio Services

Mobility

**Mock Crashes** 

**Motor Carriers Audits** 

Motor Vehicle Manufacturers/Distributors

Municipal Aid Co-op Program

Municipal Road Aid Funding

National Environmental Policy Act (NEPA)

Negotiations, Right of Way

**NEPA Requirements** 

New Freedom Initiative

Newsletter, Employee

Nonemergency Medical Transportation

Nonemergency Transportation

Nonpublic School Bus Transportation

Notice of Violation, Environmental

Office Space, Furniture, Cabinet Inventory

Office Supplies

Official Orders

Official State Highway Map

Off-Road Equipment

One Stop Shop

On-the-Job Training

Open Records

Operation Drive Smart Blitz

**Organizational Charts** 

**Out-of-State Travel** 

Park-&-Ride Lots

**Pavement Design** 

**Pavement Maintenance** 

**Pavement Rehabilitation** 

Pay Documents

Payment Authorization, Delegated Purchases

Payroll

Permits, Encroachment

Permits, Fuel

Permits, Maintenance

Permits, Overweight/Overdimensional

Permits, Temporary

Permits, U-Drive-It

Personal Net Worth Statement

**Personal Service Contracts** 

Personnel Board

Personnel Records

Photogrammetric Mapping & Aerial Photographs

Picture Framing

Plan Processing

**Planning Studies** 

Policies, Cabinet

Policy Development, Highway

**Policy Manuals** 

PR-1 Federal Funding Programming

**Preconstruction Status Report** 

**Prequalified Contractors** 

**Printing** 

**Procurement Card** 

**Program Compliance** 

Program Development, Highway

**Program Integrity** 

**Program Oversight** 

**Project Authorization** 

**Project Delivery Process Measurement** 

**Project Development** 

**Project Management** 

**Project Manager Training** 

**Project Mapping** 

**Promotional Events** 

**Property Damage Claims** 

**Property Leasing** 

Property Maintenance, Cabinet

PS&E (Plans, Specifications, & Estimates)

**Public Educational Materials** 

**Public Relations** 

**Public Transportation** 

**Purchase Orders** 

**Purchase Requisitions** 

Purchases, Delegated

Purchases, Emergency

Purchases, Engineering / Laboratory / Selected Equipment

Purchases, Small

Radar Trailers

Rail Planning

Railroad Crossings

Rail Safety Program

**Rebuilt Titles** 

**Records Retention** 

Recruitment, Employee

Registration, Vehicle

Reinstatement Fees

**Relocation Assistance Program** 

**Relocation Projects Audits** 

Reorganizations

Repossession, Vehicle

Resource Conservation Recovery Act

Retaliation, Employee

Return-to-Work Program

**Reverse Condemnation** 

**River Ports** 

Roadside Maintenance

Roadway Design Engineering

Rollover Simulator

Runway Marking Program

SAFE Patrols

Safe Routes to School Program

Safety Checkpoints

Safety City

Safety Drills

Safety School

Safety Training

Safety, Employee

Safety, Highway

Salvage Equipment

Salvage Titles

Scenic Byways Program

Secondary Road Program

Sexual Harassment

Signing Plans

Six-Year Highway Plan

**Small Purchases** 

Socially/Economically Disadvantaged

Specifications, Construction

**Standard Drawings** 

Standard Specifications

State Implementation Plan

State Transportation Improvement Program

Strategic Highway Safety Plan

Subcontracts

Suggestions, Employee

Supplies, Selected Office/Engineering

Surplus Equipment

Surplus Property

**Survey Coordinator** 

Tariffs & Rate Filings

TC-10 State Funding Authorization Document & Funding Request

**Temporary Tags** 

Third-Party Administrator

Third-Party Challenge

Title Reassignment

Titles VI & VII

Titles, Vehicle

**Traffic Conditions** 

**Traffic Counts** 

Traffic Engineering

Traffic Flow

**Traffic Forecasting** 

Traffic Records System

Traffic Safety Data

Traffic Signals

**Training Workshops** 

Training, Employee

Transit Drug & Alcohol Program

Transportation Enhancement Reimbursement Program

**Transportation Plans** 

Transportation Warehouse

**Travel Vouchers** 

**Tuition Assistance** 

**Underground Injection Control** 

**Underground Storage Tanks** 

**Uniform Certification Program** 

United We Ride

User Tax, Collection of

Utility / Rail Projects Audits

Utility Facilities, Relocation

Vehicle Identification Number (VIN)

Vehicle Liens

Vehicle Registration

Vehicle Repossession

Vehicle Titles

**Vendor Applications** 

Vocational Rehabilitation Program

Waste, Fraud, & Abuse

Water Quality

Weather Monitoring

Web Reporting

Weigh in Motion

Winter Roadway Maintenance

Withholdings, Employee

Workers' Claims

Workers' Compensation



DIRECTOR BILL BELL ASSISTANT BOB SCOTT

LOCATION TCOB, 4<sup>TH</sup> FLOOR EAST PHONE 502-564-7334, x5041 FAX 502-564-5621/0845

**WEBSITE** 

Organizational Chart

#### **DIVISION OF ACCOUNTS**

- ◆ Prepares project agreements and submits billings to Federal Highway Administration for its share of cost of contracting projects under Federal Highway Program
- ◆ Prepares Cabinet's financial reports and annual GAAP (generally accepted accounting principles)-basis statements
- Performs pre-audit examinations and verifications of all accounts payable
- ♦ Processes all of Cabinet's financial documents through data entry into Finance and Administration Cabinet's accounting system
- ♦ Bills and collects accounts receivable from vendors, state agencies, and Turnpike Authority of Kentucky
- ♦ Serves as central repository for Cabinet documents relating to project activity, payments to vendors, and other financial transactions
- ♦ Maintains file of Official Orders, which serve as documentation of official policies of Cabinet

#### **KEY WORDS**

Accounts Payable
Accounts Receivable
Cash-Basis Statements
eMARS (Enhanced Management Administrative & Reporting System)
Financial Transactions
GAAP-Basis Statements

Liens, Vendor
Official Orders
Pay Documents
Procurement Card
Travel Vouchers

Inter-Account Bills



### Road Fund Audits

DIRECTOR JUDY SPALDING

ASSISTANT (VACANT)

LOCATION TCOB, 4<sup>TH</sup> FLOOR EAST PHONE 502-564-6760, x5040

FAX 502-564-6766

**W**EBSITE

Organizational Chart

#### DIVISION OF ROAD FUND AUDITS

- Facilitates work of independent auditors and provides audit responses to Federal Highway Administration, Auditor of Public Accounts, Legislative Research Commission, and Office of Inspector General
- ♦ Conducts audits of more than 47,000 trucking companies traveling in Kentucky to ensure compliance with weight-distance tax laws
- Performs fuel-tax audits in conformity with International Fuel Tax Agreement (IFTA)
- Audits motor carriers with apportioned registration applications as required by Motor Vehicle International Registration Plan (IRP)
- Performs intrastate fuel-tax audits on Kentucky-based carriers (KIT)
- Performs pre-award, overhead, post, and project audits of consultant firms
- Performs audits of utility/relocation projects and miscellaneous grant audits
- ♦ Audits more than 900 permit holders that lease or rent automobiles to ensure compliance with U-Drive-It tax laws

#### **KEY WORDS**

Audits, Consultant Firms Audits, Grants Audits, IFTA Audits, IRP

Audits, KIT Audits, Lease/Rent Permit Holders Audits, Motor Carriers Audits, Utility/Relocation Projects



EXECUTIVE DIRECTOR ALICE WILSON

DEPUTY (VACANT)

LOCATION TCOB, 4<sup>TH</sup> FLOOR EAST 502-564-6760, x5040

FAX 502-564-6766

<u>Website</u>

ORGANIZATIONAL CHART

#### OFFICE OF AUDITS

- Provides auditing functions to meet various needs of Transportation Cabinet management
- ♦ Comprises two divisions:
  - <u>Division of Road Fund Audits</u>
  - <u>Division of Audit Services</u>



### Audit Services

DIRECTOR (VACANT)
ASSISTANT (VACANT)

LOCATION TCOB, 4<sup>TH</sup> FLOOR EAST PHONE 502-564-6760, x5040

FAX 502-564-6766

**W**EBSITE

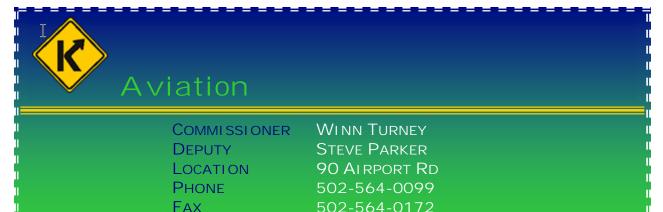
Organizational Chart

#### DIVISION OF AUDIT SERVICES

- ♦ Audits all internal Cabinet functions to ensure fiscal and operational compliance
- ◆ Provides management with an independent appraisal of the Cabinet's operations and controls in order to determine whether accounting and administrative controls are functioning properly, policies and procedures are being followed, and Cabinet objectives and standards are being met
- ♦ Investigates allegations of theft or misuse of Cabinet assets

#### **KEY WORDS**

External Audits Internal Audits



<u>Website</u>

ORGANIZATIONAL CHART

#### DEPARTMENT OF AVIATION

- Assists in economic development of aviation community
- Provides assistance for safe and efficient development and use of state aviation system
- Provides support in all aviation matters
- Oversees three major programs:
  - Airport Development Program, which provides financial assistance for capital improvement projects to publicly owned public-use airports
  - Aviation Regulatory Program, which (1) performs annual certification of airports and heliports and (2) publishes and distributes the Airport Directory
  - Runway Marking Program, which provides fresh and standardized surface painting at substantially reduced costs to local airports
- ♦ Comprises two divisions:
  - Capital City Airport Division
  - Greater Commonwealth Aviation Division

For administrative purposes, the Kentucky Airport Zoning Commission is attached to the Department of Aviation.

#### **KEY WORDS**

Airport Development Program Aviation Regulatory Program Licensing, Airport & Heliport Runway Marking Program



### Budget & Fiscal Management

EXECUTIVE DIRECTOR TAMMY BRANHAM

DEPUTY (VACANT)

LOCATION TCOB, 6<sup>TH</sup> FLOOR EAST PHONE 502-564-4550, x5026

FAX 502-564-9454

**WEBSITE** 

ORGANIZATIONAL CHART

#### OFFICE OF BUDGET & FISCAL MANAGEMENT

- Serves as Cabinet's chief financial office
- ♦ Assists management with specialized statistical reports for decision making and planning in regard to agency programs and financial affairs
- Provides direction for budgeting, cash-management, and accounting
- Reviews requests for out-of-state travel by Cabinet employees
- ♦ Coordinates intra-agency and inter-agency projects
- Tracks and reviews pending legislation and activities of local and federal governments for any budgetary or programmatic impact on the Cabinet
- Provides management with independent appraisal of Cabinet's operations and controls in order to determine whether accounting and administrative controls are functioning properly, policies and procedures are being followed, and Cabinet objectives and standards are being met
- Investigates allegations of theft or misuse of Cabinet assets
- Comprises two divisions:
  - <u>Division of Accounts</u>
  - <u>Division of Purchases</u>

#### **KEY WORDS**

Appropriations
Budget
Capital Construction Budgeting
Expenditures

Fiscal Compliance
Misuse of Cabinet Assets
Out-of-State Travel



### Capital City Airport

DIRECTOR (VACANT)

ASSISTANT SCOTT SHANNON LOCATION 90 AIRPORT RD FAX 502-564-0099

**WEBSITE** 

ORGANIZATIONAL CHART

#### CAPITAL CITY AIRPORT DIVISION

- ♦ Supervises and operates the Commonwealth's fleet of aircraft and arranges charter services for all state agencies
- ♦ Manages the Capital City Airport, which includes providing hangar and tie-down spaces, fuel, and repair of state, federal, and private aircraft

#### **KEY WORDS**

Aircraft Fleet, State Airport Maintenance Charter Services, Air



### Civil Rights & Small Business Development

EXECUTIVE DIRECTOR KELLIE WATSON (Acting)

DEPUTY (Vacant)

 LOCATION
 TCOB, 6<sup>TH</sup> FLOOR WEST

 PHONE
 502-564-4610, x3038

 FAX
 502-564-7462/6683

**WEBSITE** 

ORGANIZATIONAL CHART

#### OFFICE FOR CIVIL RIGHTS & SMALL BUSINESS DEVELOPMENT

- ♦ Monitors Equal Employment Opportunity (EEO) programs, including enforcement of Titles VI and VII of Civil Rights Act
- ♦ Investigates all complaints of discrimination based on race, sex, religion, disability, ethnic origin, age, sexual orientation, veteran status, and gender
- ♦ Counsels at-risk employees and employees facing disciplinary action or identified as having difficulties that may interfere with or jeopardize employment
- ♦ Administers, coordinates, supports, and monitors progress of Disadvantaged Business Enterprise (DBE) Program and Supportive Services/On-the-Job Training Programs
- Publishes directory of certified and pregualified DBE firms
- ◆ Certifies small businesses owned and controlled by socially and economically disadvantaged individuals, including minorities and women, to participate in USDOT-assisted contracts in accordance with 49 Code of Federal Regulations 26 (49 CFR Part 26)

#### KEY WORDS

Affirmative Action

Disadvantaged Business Enterprise Program

Discrimination, Employee

**Equal Employment Opportunity** 

Entrepreneurial Development Institute

49 CFR Part 26

Grievance, Employee

On-the-Job Training (OJT) Program

Personal Net Worth Statement

Retaliation, Employee Sexual Harassment

Socially/Economically Disadvantaged

Supportive Services Program

Third-Party Challenge

Titles VI and VII

Uniform Certification Program (UCP)



### Construction

DIRECTOR STEVEN CRISWELL

ASSISTANT (VACANT)

LOCATION TCOB, 3<sup>RD</sup> FLOOR WEST 502-564-4780, x5046

FAX 502-564-8388

**WEBSITE** 

ORGANIZATIONAL CHART



- ♦ Administers highway construction contracts from award through project completion, including verification of final estimates
- Performs routine and final field inspections of roadway and drainage construction to determine compliance with Cabinet policies, procedures, and specifications
- ♦ Reviews and recommends approval of change orders, construction revisions, subcontracts, and semifinal and final estimates
- Consults with federal, state, and other public or private agencies on matters concerning roadway construction
- ♦ Reviews and makes recommendations on time extensions and liquidated damages and claims relating to construction contracts
- Provides technical assistance to district offices

#### **KEY WORDS**

Change Orders, Construction Contract Claims, Construction Contract Administration Estimates, Final Inspections, Construction Specifications, Construction Standard Specifications Subcontracts



### Construction Procurement

DIRECTOR STEVE WADDLE

ASSISTANT (VACANT)

LOCATION TCOB, 3<sup>RD</sup> FLOOR WEST PHONE 502-564-3500, x3779

Fax 502-564-8961

**WEBSITE** 

ORGANIZATIONAL CHART

#### **DIVISION OF CONSTRUCTION PROCUREMENT**

- ♦ Administers awarding of road construction contracts, a process that includes:
  - · Prequalification of contractors
  - Bid proposal preparation
  - Bid advertisements
  - Bid evaluations
- ♦ Ensures compliance of proper wage rates
- ♦ Conducts Equal Employment Opportunity reviews and investigations of contractors
- ◆ Maintains lists of prequalified bidders for various highway projects and publishes contractors' directory for public distribution

#### **KEY WORDS**

Contract Advertisement Contract Award Contract Compliance Contract Proposal Prequalified Contractors



## Highway District 1—Paducah

EXECUTIVE DIRECTOR
ADMINISTRATIVE COORDINATOR
LOCATION

PHONE FAX

**WEBSITE** 

ORGANIZATIONAL CHART

JIM LEFEVRE
KENNITA ROY
5501 KENTUCKY DAM RD
PADUCAH, KY 42002-3010
620-01\* or 270-898-2431
270-898-7457

COUNTY	SEAT	COUNTY	_ SEAT _
BALLARD	Wickliffe	HICKMAN	CLINTON
CALLOWAY	Murray	LIVINGSTON	SMITHLAND
CARLISLE	BARDWELL	LYON	EDDYVILLE
CRITTENDEN	MARION	Marshall	BENTON
FULTON	HICKMAN	McCracken	PADUCAH
GRAVES	Mayfield	TRIGG	CADIZ





# Highway District 2—Madisonville

EXECUTIVE DIRECTOR Kevin McClearn
ADMINISTRATIVE COORDINATOR KAREN CUNNINGHAM
LOCATION 1840 NORTH MAIN ST

P O Box 600

MADISONVILLE, KY 42431-0600

PHONE 620-02\* OR 270-824-7080

FAX 270-824-7091

**WEBSITE** 

ORGANIZATIONAL CHART

COUNTY	SEAT	COUNTY	SEAT
CALDWELL	PRINCETON	McLean	CALHOUN
CHRISTIAN	HOPKINSVILLE	MUHLENBERG _	GREENVILLE
DAVIESS	OWENSBORO	Онго	Hartford
HANCOCK	Hawesville	UNION	Morganfield
HENDERSON	HENDERSON	WEBSTER	DIXON
HOPKINS	MADISONVILLE		





# Highway District 3—Bowling Green

EXECUTIVE DIRECTOR
ADMINISTRATIVE COORDINATOR
LOCATION

PHONE FAX

**WEBSITE** 

ORGANIZATIONAL CHART

GREG MEREDITH
MARK MUDD
900 MORGANTOWN RD
P O Box 599
Bowling Green, KY 42102-0599
620-03\* or 270-746-7898
270-746-7643

COUNTY	SEAT	COUNTY	SEAT
ALLEN	SCOTTSVILLE	METCALFE	EDMONTON
BARREN	GLASGOW	Monroe	TOMPKINSVILLE
BUTLER	Morgantown	SIMPSON	FRANKLIN
EDMONSON	BROWNSVILLE	Todd	ELKTON
LOGAN	RUSSELLVILLE	WARREN	BOWLING GREEN





## Highway District 4—Elizabethtown

EXECUTIVE DIRECTOR
ADMINISTRATIVE COORDINATOR
LOCATION

PHONE

FAX WEBSITE

ORGANIZATIONAL CHART

PATTY DUNAWAY TOM PEDIGO

634 EAST DIXIE HWY

P O Box 309

ELIZABETHTOWN, KY 42702-0309

620-04\* OR 270-766-5066 OR

800-459-3566 270-766-5069

COUNTY	SEAT	COUNTY	SEAT
BRECKI NRI DGE_	HARDINSBURG	MARION	LEBANON
_GRAYSON _	LEITCHFIELD	MEADE	BRANDENBURG
GREEN	GREENSBURG	NELSON	BARDSTOWN
HARDIN	ELIZABETHTOWN	Taylor	CAMPBELLSVILLE
HART	Munfordville	WASHINGTON	SPRINGFIELD
LARUE	HODGENVILLE		





EXECUTIVE DIRECTOR
ADMINISTRATIVE COORDINATOR
LOCATION

PHONE

FAX WEBSITE

ORGANIZATIONAL CHART

MATT BULLOCK
JENNIFER L. WOODS
8310 WESTPORT RD
LOUISVILLE, KY 40242-3042
620-05\* or 502-210-5400 or
800-903-5844
502-210-5494

COUNTY	SEAT	COUNTY	SEAT
BULLITT	SHEPHERDSVILLE	OLDHAM	LaGrange
FRANKLIN	FRANKFORT	SHELBY	SHELBYVILLE
HENRY	New Castle	SPENCER	TAYLORSVILLE
JEFFERSON	LOUISVILLE	TRIMBLE	BEDFORD
BULLITT	SHEPHERDSVILLE	OLDHAM	Lagrange





# Highway District 6—Covington

EXECUTIVE DIRECTOR

ADMINISTRATIVE COORDINATOR

LOCATION

PHONE
FAX
WEBSITE
ORGANIZATIONAL CHART

ROB HANS
CANDACE LINK
421 BUTTERMILK PIKE
P O Box 17130
COVINGTON, KY 41017-0130
620-06\* or 859-341-2700
859-341-3661

COUNTY	SEAT	COUNTY	SEAT
BOONE	BURLINGTON	HARRISON	CYNTHIANA
BRACKEN	BROOKSVILLE	KENTON	COVINGTON
_CAMPBELL _	NEWPORT	OWEN	OWENTON
CARROLL	CARROLLTON	PENDLETON	FALMOUTH
GALLATIN	Warsaw	ROBERTSON	MT. OLIVET
GRANT	WILLIAMSTOWN		





## Highway District 7—Lexington

EXECUTIVE DIRECTOR JAMES BALLINGER

**ADMINISTRATIVE COORDINATOR Vacant** 

LOCATION 763 WEST NEW CIRCLE RD, BLDG 2

P O Box 11127

LEXINGTON, KY 40512-0127

PHONE 620-07\* or 859-246-2355

FAX 859-246-2354

<u>Website</u>

ORGANIZATIONAL CHART

COUNTY	SEAT	COUNTY	SEAT
ANDERSON	LAWRENCEBURG	JESSAMINE	NICHOLASVILLE
Bourbon	Paris	MADISON	RICHMOND
BOYLE	DANVILLE	MERCER	HARRODSBURG
CLARK	WINCHESTER	MONTGOMERY	MT. STERLING
FAYETTE	LEXINGTON	SCOTT	GEORGETOWN
GARRARD	LANCASTER		





# Highway District 8—Somerset

EXECUTIVE DIRECTOR
ADMINISTRATIVE COORDINATOR
LOCATION

PHONE FAX

WEBSITE OF STREET

ORGANIZATIONAL CHART

NEAL SHOEMAKER
DALE WEDDLE
1660 SOUTH HIGHWAY 27
P O Box 780
SOMERSET, KY 42502-0780
620-08\* or 606-677-4017
606-677-4013

COUNTY	SEAT	COUNTY	_ SEAT _
Adair	COLUMBIA	McCreary	WHITLEY
CASEY	LIBERTY	Pulaski	SOMERSET
CLINTON	ALBANY	ROCKCASTLE	MT. VERNON
CUMBERLAND	Burkesville	Russell	JAMESTOWN
LINCOLN	STANFORD	WAYNE	MONTICELLO





## Highway District 9—Flemingsburg

EXECUTIVE DIRECTOR

ADMINISTRATIVE COORDINATOR

LOCATION

PHONE
FAX
WEBSITE
ORGANIZATIONAL CHART

BART BRYANT
TROY SHROUT
822 ELIZAVILLE AVE
P O BOX 347
FLEMINGSBURG, KY 41041-0347
620-09\* or 606-845-2551
606-849-2286

COUNTY	SEAT	COUNTY	SEAT
Ватн	OWINGSVILLE	GREENUP	GREENUP
Boyd	CATLETTSBURG	LEWIS	VANCEBURG
CARTER	GRAYSON	MASON	MAYSVILLE
ELLIOTT	SANDY HOOK	NICHOLAS	CARLISLE
FLEMING	FLEMINGSBURG	Rowan	Morehead





# Highway District 10—Jackson

EXECUTIVE DIRECTOR

ADMINISTRATIVE COORDINATOR ELIZABETH MILLER

LOCATION

TIM ADAMS

473 HIGHWAY 15 SOUTH

P O Box 621

JACKSON, KY 41339-0621

620-10\* or 606-666-8841

606-666-7074

PHONE

FAX

<u>Website</u>

ORGANIZATIONAL CHART

COUNTY	SEAT	COUNTY	SEAT
BREATHITT	JACKSON	Morgan	WEST LIBERTY
ESTILL	IRVINE	OWSLEY	BOONEVILLE
LEE	BEATTYVILLE	PERRY	Hazard
MAGOFFIN	SALYERSVILLE	Powell	STANTON
MENIFEE	FRENCHBURG	Wolfe	CAMPTON





## Highway District 11—Manchester

EXECUTIVE DIRECTOR

ADMINISTRATIVE COORDINATOR

LOCATION

PHONE
FAX
WEBSITE
ORGANIZATIONAL CHART

CASS NAPIER
MARK HOSKINS
RAILROAD AVE
P O BOX 250
MANCHESTER, KY 40962-0250
620-11\* or 606-598-2145
606-598-8269

COUNTY	SEAT	COUNTY	SEAT
BELL	PINEVILLE	Knox	BARBOURVILLE
CLAY	Manchester	LAUREL	LONDON
HARLAN	HARLAN	LESLIE	HYDEN
JACKSON	McKee	WHITLEY	WILLIAMSBURG





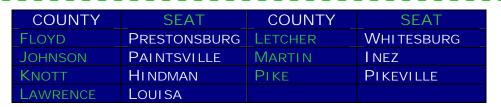
EXECUTIVE DIRECTOR KEVIN DAMRON
ADMINISTRATIVE COORDINATOR PAUL THOMPSON
LOCATION 109 LORAINE ST

PIKEVILLE, KY 41501-2486
PHONE 620-12\* or 606-433-7791

FAX 606-433-7765

**WEBSITE** 

ORGANIZATIONAL CHART







# Driver Licensing

DIRECTOR (Vacant)

ASSISTANTS DOUG SUTTON

GODWIN ONODU

LOCATION TCOB,  $2^{ND}$  FLOOR WEST PHONE 502-564-6800, x5060

FAX 502-564-0109

**WEBSITE** 

Organizational Chart

#### DIVISION OF DRIVER LICENSING

- Administers KRS 186.400–186.649, 187, 189A, and 281A
- Maintains driving history record for each licensed driver in state
- Maintains records of individuals whose privilege to operate motor vehicle has been suspended
- Governs driver license suspensions and revocations and driver limitation programs
- Provides state traffic school programs mandated by statute
- ♦ Handles driver license reinstatements, driver licensing hearings, medical review board, commercial driver licenses, and miscellaneous driver licensing services

SERVICE	EXTENSION
Commercial Driver License	5365
Driver Licensing Hearings	5366
Driving History Records	5366
Medical Review Board	5377
Miscellaneous Services	5359
Reinstatement Fees	5366
State Traffic School Enrollment	5361

#### **KEY WORDS**

Commercial Driver License (CDL)
Driver License
Driving History Record
Graduated Driver Licensing

Hearings, Driver Licensing Medical Review Board Reinstatement Fees Traffic School



### Professional Development & Organizational Management

DIRECTOR (VACANT)
ASSISTANT (VACANT)

 LOCATION
 TCOB, 6<sup>TH</sup> FLOOR WEST

 PHONE
 502-564-4610, x3038

 FAX
 502-564-6683/7462

WEBSITES Professional Development

Organizational Management

ORGANIZATIONAL CHART

#### DIVISION OF PROFESSIONAL DEVELOPMENT & ORGANIZATIONAL MANAGEMENT

- ♦ Develops and conducts management and motivational workshops, as well as orientation and in-service training
- Enrolls Cabinet employees in workshops conducted by other training providers
- Coordinates Advanced Leadership Academy (ALA)
- ♦ Administers tuition-assistance program for qualified applicants
- ♦ Administers Employee Performance Evaluation records
- ♦ Designs and administers Cabinet policy manuals, forms, organizational charts, and other organizational documents
- Drafts Executive and Administrative Orders for Cabinet reorganizations
- Drafts Official Orders (policies) for Cabinet
- Designs and maintains website for Office of Human Resource Management
- ♦ Coordinates development and implementation of strategic plan for Office of Human Resource Management

#### **KEY WORDS**

Advanced Leadership Academy Evaluations, Employee Performance Forms, Cabinet Official Orders Organizational Charts Orientation Training Policy Manuals Reorganizations Training, Employee Training Workshops Tuition Assistance



### **Employee Management**

DIRECTOR (VACANT)
ASSISTANT (VACANT)

LOCATION TCOB, 6<sup>TH</sup> FLOOR WEST PHONE 502-564-4610, x3038 FAX 502-564-6683/7462

<u>Website</u>

ORGANIZATIONAL CHART

#### DIVISION OF EMPLOYEE MANAGEMENT

- ◆ Reviews and implements requests for major disciplinary actions, pre-termination hearings, grievances, and Equal Employment Opportunity (EEO) complaints, including those pertaining to sexual harassment and Americans with Disabilities Act (ADA)
- ♦ Ensures employee compliance with KRSs, KARs, policies, and procedures, particularly KRS 18A, KRS 342, and Title 101 KAR
- ◆ Coordinates employee counseling
- ◆ Manages development and implementation of employee safety and health program to ensure effective oversight, communication, and training
- ◆ Assists in coordinating and monitoring Transportation facilities for compliance with Kentucky Occupational Safety and Health Act (KOSHA) and adherence to Cabinet policies and procedures
- ◆ Conducts job-site safety inspections and annual building inspections for Transportation facilities statewide
- ♦ Provides technical assistance and advice to management and employees

#### **KEY WORDS**

Compliance, Employee
Counseling, Employee
Disciplinary Actions, Employee
EEO Complaints
First-Aid Training
Grievances, Employee
KOSHA, Compliance with

Outside Employment
Safety Drills
Safety, Employee
Safety Inspections, Job-Site & Building
Safety Training
Sexual Harassment
Workplace Violence



### Environmental Analysis

DIRECTOR DAVID WALDNER

ASSISTANT (VACANT)

LOCATION TCOB, 5<sup>TH</sup> FLOOR WEST

PHONE 502-564-7250, x5061 or 800-280-2498, x5061

FAX 502-564-5655 / 4911

**WEBSITE** 

ORGANIZATIONAL CHART

#### DIVISION OF ENVIRONMENTAL ANALYSIS

- ◆ Provides environmental guidance relating to Cabinet projects and activities to employees, contractors, and general public
- ◆ Facilitates Cabinet's mission of performing in environmentally sound manner by ensuring that planning, design, construction, operation, and maintenance projects and activities that have potential to impact social, economic, or physical environment are identified and evaluated and their impacts minimized
- ♦ Reviews, prepares, and procures environmental documents, contracts, or actions as made necessary by state and federal environmental laws and regulations
- ◆ Provides guidance, procedures, and technical assistance to various Cabinet facilities (maintenance garages, rest areas, etc.) to assure compliance with applicable state and federal environmental laws

#### **KEY WORDS**

Air Quality
Categorical Exclusions, Environmental
Clean Air Act
Cumulative Impact Assessment
Environmental Analysis
(Baseline Studies:
Archaeological, Cultural,
Historical, Socioeconomical)
Environmental Assessments
Environmental Impact Study

Environmental Process Review
Groundwater Protection Plans
Laboratory Analysis
National Environmental Policy Act
Notice of Violation, Environmental
Resource Conservation Recovery Act
State Implementation Plan
Underground Injection Control
Underground Storage Tanks
Water Quality



# Equipment

DIRECTOR EDDIE HARROD

ASSISTANT (VACANT)

LOCATION 1234 WILKINSON BLVD

PHONE 502-564-3916 FAX 502-564-3198

**WEBSITE** 

Organizational Chart

#### **DIVISION OF EQUIPMENT**

- ◆ Maintains Cabinet's fleet of more than 9,000 pieces of equipment used in construction and maintenance of state highways
- Performs major and minor equipment repairs at 17 repair garages across the state
- ◆ Provides equipment repair parts and various operational supplies to Cabinet's operating units (Transportation Warehouse)
- ♦ Writes equipment specifications and initiates administrative paperwork to make required purchases
- ◆ Conducts sales of surplus equipment to other Cabinets and governmental agencies to generate replacement funds
- ◆ Maintains fuel cards and personal identification numbers (PIN) for equipment fueling

#### **KEY WORDS**

Equipment Auction Fuel Cards Mobile Radio Services Off-Road Equipment Road Equipment Sales, Equipment Surplus/Salvage Equipment Transportation Warehouse



### Facilities Support

DIRECTOR JACK MORRIS ASSISTANT HOPE PURVIS

LOCATION 1219 WILKINSON BLVD

PHONE 502-564-3040 FAX 502-564-6754

**Website** 

Organizational Chart

#### **DIVISION OF FACILITIES SUPPORT**

- ◆ Develops plans and specifications for all new real-property construction projects and building alterations
- ♦ Manages Cabinet's Capital Construction projects
- Leases all Cabinet property and assigns office space
- Maintains, renovates, and repairs Cabinet real property
- Maintains inventory records on all Cabinet buildings and lots
- ◆ Maintains TCOB and statewide building security program (security monitoring)
- ♦ Oversees Fire and Tornado Insurance Program
- ◆ Coordinates Cabinet events (Conference Center)
- Provides indoor signs and nameplates for Cabinet
- Manages all Cabinet copy machines
- Purchases furniture, engineering and laboratory equipment, and selected specialty items: e.g., U.S. and state flags
- ◆ Maintains inventory of all equipment and furniture assigned to Cabinet offices statewide
- ♦ Maintains and repairs office and engineering equipment

#### **KEY WORDS**

Building Security
Capital Construction Projects
Conference Center
Fire/Tornado Insurance
Furniture, Office
Inventory, Cabinet

Office Space
Picture Framing
Property Leasing
Property Maintenance
Purchases, Engineering / Laboratory / Equipment
Supplies, Office, Engineering, Specialty Items



### Rural & Municipal Aid

COMMISSIONER B.D. WILSON DEPUTY (VACANT)

LOCATION TCOB,  $6^{TH}$  FLOOR EAST PHONE 502-564-2060, x3052

FAX 502-564-6615

**WEBSITE** 

ORGANIZATIONAL CHART

#### DEPARTMENT OF RURAL & MUNICIPAL AID

- ◆ Comprises the following offices, which provide both state and federal funding to local communities:
  - Office of Local Programs
  - Office of Rural & Secondary Roads



# Graphic Design & Printing

DIRECTOR JOYCE CENTERS

ASSISTANT (VACANT)

LOCATION TCOB, 1<sup>ST</sup> FLOOR

PHONE 502-564-3880

FAX 502-564-6754

**WEBSITE** 

ORGANIZATIONAL CHART

#### DIVISION OF GRAPHIC DESIGN & PRINTING

♦ Provides graphic design, printing, finishing, and engraving services for the Cabinet

#### **KEY WORDS**

Engraving Graphic Design Printing



#### GREATER COMMONWEALTH AVIATION DIVISION

- ◆ Provides assistance for capital-improvement projects to publicly owned public-use airports
- ♦ Performs annual certification of airports and heliports
- Recruits aviation-related businesses to the Commonwealth

#### **KEY WORDS**

Airport Projects Certification, Airports & Heliports



DIRECTOR Ray Polly\*
ASSISTANT (VACANT)

LOCATION TCOB,  $5^{TH}$  FLOOR EAST PHONE 502-564-3280, x5035

FAX 502-564-3324

**WEBSITE** 

ORGANIZATIONAL CHART

#### DIVISION OF HIGHWAY DESIGN

- Develops criteria, procedures, and policies for roadway design
- Ensures consistency of projects
- ♦ Offers technical expertise and assistance to project managers, project teams, designers, and others associated with development of highway projects, including:
  - Policy interpretation
  - Standard drawings
  - CADD (Computer-Aided Drafting and Design) techniques and standards
  - Expertise in geometry, design, drainage, survey, and pavement
- ◆ Provides or facilitates opportunities for training as it relates to highway design criteria, procedures, and policies
- Reviews and assembles project plans and delivers final project to letting process
- Provides highway plan reproduction services as projects are advertised for bids

#### KFY WORDS

Blueprint (Reprographics) CADD

Construction Estimates
Construction Proposals
Drainage, Roadway
Engineer Estimates
Highway Design

Intergovernmental Reviews

**Location Engineers** 

Pavement Design

Pavement Rehabilitation

Photogrammetric Mapping & Aerial Photographs

Plan Processing

PS&E (Plans, Specifications, & Estimates)

Roadway Design Engineering

Signing Plans

Standard Drawings Survey Coordinator



### Highway Safety

**EXECUTIVE DIRECTOR** Chuck Geveden

DEPUTY (VACANT)

LOCATION TCOB, 4<sup>TH</sup> FLOOR EAST PHONE 502-564-1438, x3604

FAX 502-564-2629

**WEBSITE** 

Organizational Chart

#### OFFICE OF HIGHWAY SAFETY

- ♦ Provides uniformity in analysis, evaluation, coordination, and communication of highway- and traffic-safety data
- ◆ Facilitates development of partnerships with various agencies whose disciplines are engineering, education, enforcement, and emergency medical services
- Enhances and extends educational highway- and traffic-safety programs
- Comprises two divisions:
  - <u>Division of Incident Management</u>
  - <u>Division of Highway Safety Programs</u>

For administrative purposes, the Motorcycle Advisory Commission for Highway Safety and the Motorcycle Safety Education Advisory Commission are attached to the Office of Highway Safety.



### Highway Safety Programs

DIRECTOR (VACANT)
ASSISTANT (VACANT)

LOCATION TCOB, 4<sup>TH</sup> FLOOR EAST PHONE 502-564-1438, x3604

FAX 502-564-0903

**WEBSITE** 

ORGANIZATIONAL CHART

#### DIVISION OF HIGHWAY SAFETY PROGRAMS

- ♦ Develops, implements, and evaluates Kentucky's Strategic Highway Safety Plan
- Analyzes and evaluates highway- and traffic-safety data
- ♦ Coordinates safety-related information with Governor's Executive Committee on Highway Safety and with strategic emphasis area teams designated by committee
- ♦ Creates, maintains, and monitors highway traffic safety grants and contracts from federal, state, and local agencies and other traffic foundations and organizations
- ♦ Develops and promotes highway traffic safety information and programs for Commonwealth
- ◆ Develops, implements, administers, and promotes educational and informational programs pertaining to highway traffic safety

#### **KEY WORDS**

Buckle-That-Child Hotline Child Passenger Safety

**CRASH Database** 

**Driver Improvement Course** 

**Drive Smart Kentucky** 

Drive Smart Kentucky Bear

**Fatal Vision Goggles** 

**Ghost Outs** 

Governor's Executive Committee on Highway Safety

Grants, Highway Traffic Safety

Highway Safety Data

Judgment Day

Mock Crashes

Operation Drive Smart Blitz

Radar Trailers
Rollover Simulator

Safety City

Strategic Highway Safety Plan

Traffic Records System
Traffic Safety Checkpoin

Traffic Safety Checkpoints



### Highways

COMMISSIONER

STATE HIGHWAY ENGINEER

LOCATION

PHONE

FAX

<u>Website</u>

ORGANIZATIONAL CHART

JOSEPH PRATHER
MIKE HANCOCK
TCOB, 6<sup>TH</sup> FLOOR EAST
502-564-3730, x5025

502-564-2277

#### **DEPARTMENT OF HIGHWAYS**

- ♦ Administers the development and delivery of highway projects and the preservation and operations of the state's highway system as prescribed by law
- Promotes avenues for effective training for engineers throughout their careers
- ♦ Coordinates Cabinet's Civil Engineering Scholarship EIT Rotation Program
- Facilitates recruitment of scholarship, co-op, and other engineering related positions
- ♦ Comprises 15 offices:
  - Office of Project Development (6 divisions)
  - Office of Project Delivery and Preservation (6 divisions)
  - Office of Highway Safety (2 divisions)
  - Offices of Highway Districts 1—12

#### **KEY WORDS**

Civil Engineering Scholarship EIT Rotation Program Engineering Recruitment Engineering Training



### Information Technology

EXECUTIVE DIRECTOR JON CLARK DEPUTY (VACANT)

LOCATION TCOB, 4<sup>TH</sup> FLOOR

PHONE 502-564-8900, x5037

FAX 502-564-3174

**WEBSITE** 

Organizational Chart

#### Office of Information Technology (OIT)

- ♦ Serves as primary contact with Commonwealth Office of Technology (COT)
- ♦ Interacts with other government, industry, association, and private entities on matters pertaining to information technology and telecommunications
- ♦ Comprises five branches:
  - Project Management and Consulting Branch works directly with KYTC customers, vendors and other government cabinets. The branch offers IT solutions, which include consulting, systems analysis, project management, technical documentation, and project lifecycle recommendations.
  - Portfolio Management Branch, which comprises two sections—(1) Vehicle & Administrative Applications and (2) Highway & Special Applications—designs, develops, and maintains all custom PC-based software applications.
  - Engineering and Web Services Branch, which comprises two sections—(1) GIS and CADD Support Services and (2) Web Support Services—coordinates computer-aided design and drafting (CADD), geographic information systems (GIS) and web-services activities, providing support and consulting services pertinent to these areas. The branch also evaluates new related technologies, develops Internet mapping applications, and provides services for web, video, and graphical-media needs.
  - Program Coordination Branch serves as the technical point of contact with COT regarding infrastructure services, including security, telecommunications, desktop support, and billing review. Additionally, the branch handles IT purchasing and coordinates IT requests regarding PCs, laptops, printers, phones, and blackberries, software, network and mainframe accounts, mailboxes, database issues, security exemptions, and VPN accounts.
  - Enterprise Data Branch analyzes vital business data, determines gaps and redundancies, improves and protects quality and accessibility, governs and enforces data standards, stewardship, and procedures put in place by the data management function.



### Inspector General

**EXECUTIVE DIRECTOR** 

DAVID RAY

DEPUTY LOCATION

(VACANT) 700 Louisville Rd (Berry Mansion)

502-564-0501 or 866-598-2644

PHONE

FAX

502-564-6862

WEBSITE

ORGANIZATIONAL CHART

#### OFFICE OF INSPECTOR GENERAL:

- ♦ Ensures accountability and efficiency within the Transportation Cabinet by investigating claims of waste, fraud, and abuse of Cabinet resources
- Investigates allegations of criminal acts and administrative wrongdoing by Cabinet employees, contractors, or others doing business with the Cabinet
- Serves as primary contact and coordinator of external investigations involving the Cabinet and its employees
- Provides recommendations to the Secretary to ensure program integrity
- Works closely with the Office of Legal Services, Office of Personnel Management, Office for Civil Rights and Small Business Development, and Cabinet department heads
- Provides employees with readily available and safe environment to report allegations of wrongdoing, regardless of geographic or organizational origin, without fear of reprisal

#### **KEY WORDS**

Investigations (External/Internal) Liaison with Law Enforcement Newsletter, Employee **Program Compliance** 

Program Integrity Program Oversight Waste, Fraud, and Abuse



# Kentucky Airport Zoning Commission

ADMINISTRATOR JOHN HOULIHAN

LOCATION

TCOB, 3<sup>RD</sup> FLOOR WEST

PHONE

502-564-9900, x 3855

FAX

502-564-7953

**WEBSITE** 

KENTUCKY AIRPORT ZONING COMMISSION, attached to the Transportation Cabinet for administrative purposes:

- ♦ Issues permits for structures on all public-use airports and heliports, seaplane bases, and military airports
- ♦ Issues permits for all structures off airport property that exceed 200 feet above ground level
- Ensures a safe and efficient air navigation system for the Commonwealth



### Kentucky Motor Vehicle Commission

ADMINISTRATOR CARLOS CASSADY

LOCATION 105 SEA HERO RD, SUITE 1

PHONE 502-573-1000 FAX 502-573-1003

**WEBSITE** 

KENTUCKY MOTOR VEHICLE COMMISSION, attached to the Transportation Cabinet for administrative purposes:

- ◆ Licenses motor vehicle dealers, salespersons, manufacturers, distributors, and their representatives who advise new motor vehicle dealers in Kentucky per KRS Chapter 190
- ◆ Provides protection of consumers' rights by investigating complaints against dealerships
- ◆ Issues administrative citations to dealers who fail to comply with laws governing motor vehicle sales

#### **KEY WORDS**

Auto Dealer: Citations, Complaints Against, False Advertisement, Licensing, Rights Protection

Motor Vehicle Manufacturers/Distributors



### Legal Services

EXECUTIVE DIRECTOR

DEPUTY LOCATION

PHONE

FAX

**WEBSITE** 

Organizational Chart

ROBERT RUSSELL THOMAS McCLOY TCOB, 6<sup>TH</sup> FLOOR

502-564-7650, x5023

502-564-5238

#### OFFICE OF LEGAL SERVICES

- ♦ Drafts, reviews, and approves Administrative Regulations for the Cabinet
- Reviews the following for legality:
  - Contracts
  - Memoranda of Agreement

- Official Orders
- Policy Manuals
- Investigates and defends Cabinet-related claims filed with the Board of Claims
- Pursues collections of debts owed to the Cabinet
- Conducts general litigation, including enforcement actions relating to:
  - Civil Rights
  - Condemnations
  - Contractor Claims and Liens
  - Encroachments

- Junkyards and Billboards
- Motor Fuels and Usage-Tax Appeals
- Personnel Issues
- Vehicle Regulation
- ♦ Processes Open Records requests
- Administers the Cabinet's Records Retention Schedule
- Administers Workers' Compensation and Return-to-Work Program

#### **KEY WORDS**

Litigation

Administrative Regulations
Board of Claims
Collections of Debts
Condemnation
First Report of Injury or Illness (IA-1)
Hearings
Legislation

Open Records
Personnel Board Hearings
Property Damage Claims
Records Retention
Return-to-Work Program
Reverse Condemnation
Workers' Compensation



DIRECTOR NANCY ALBRIGHT
ASSISTANT P. DAVID CORNETT

LOCATION TCOB, 3RD FLOOR EAST PHONE 502-564-4556, x5052

FAX 502-564-3532

**WEBSITE** 

ORGANIZATIONAL CHART

#### **DIVISION OF MAINTENANCE**

- Develops and monitors minimum standards of maintenance for state highway system
- Coordinates allocation of personnel and resources among highway districts
- Provides maintenance-related data collection for use by highway districts
- Coordinates winter and emergency roadway maintenance
- Coordinates roadway and bridge contract maintenance projects
- Coordinates various permit applications
- Manufactures highway signs for distribution to the districts
- Collects, refurbishes, and redistributes guardrail

#### **KEY WORDS**

Bridge Maintenance Maintenance Management Maintenance Standards Pavement Management Permits Roadside Maintenance Winter Roadway Maintenance



DIRECTOR Chuck Knowles\*

ASSISTANT (VACANT)

LOCATION 1227 WILKINSON BLVD

PHONE 502-564-3160 FAX 502-564-7034

**WEBSITE** 

ORGANIZATIONAL CHART

#### **DIVISION OF MATERIALS**

- ♦ Establishes standards and controls for quality of materials used in construction and maintenance of highways
- ♦ Assists in developing standards and specifications for materials and establishes and supervises testing procedures
- Performs or approves acceptance testing of materials
- ♦ Conducts such tests or investigations necessary to determine suitability of locally available materials
- ◆ Coordinates training and qualification of technicians, district materials laboratories, and contractor laboratories that perform acceptance sampling and testing of material

#### **KEY WORDS**

Materials Specifications Materials Standards Materials Testing



### Motor Carriers

DIRECTOR RICK TAYLOR (ACTING)

ASSISTANTS MARY MORRIS

BRIAN BEAVEN

LOCATION TCOB, 2<sup>ND</sup> FLOOR EAST

PHONE 502-564-4540, x5058

FAX 502-564-4138

**WEBSITE** 

ORGANIZATIONAL CHART

#### **DIVISION OF MOTOR CARRIERS**

Regulates all for-hire transportation in Kentucky per KRS 281

• Issues all overweight and overdimensional permits to trucking companies in Kentucky

♦ Collects fuel and supplemental highway-user taxes from motor carriers per KRS 138.655–138.725

• Regulates rates charged and services rendered by for-hire carriers of property and passengers

Administers International Registration Plan (IRP)

Service	FLOOR	PHONE
Apportioned Registration	2 <sup>nd</sup>	564-4120
Fuel & Highway User Tax Collection	2 <sup>nd</sup>	564-4150
KYU Licenses	2 <sup>nd</sup>	564-4127
Overweight/Overdimensional Permits	2 <sup>nd</sup>	564-7150
Passenger Carrier Licenses (Bus, Taxi, Limousine)	2 <sup>nd</sup>	564-4127
Solid-Waste Transporter Licenses	2 <sup>nd</sup>	564-4540
Tariffs & Rate Filings	2 <sup>nd</sup>	564-4540
U-Drive-It Permits	2 <sup>nd</sup>	564-6401

#### **KEY WORDS**

Apportioned Registration
Authority by Wire
For-Hire Transportation
Highway User Tax, Collection of
IFTA (International Fuel Tax Agreement)
IRP (International Registration Plan
Licenses: Bus, KYU, Limousine, Solid Waste
Transporter, Taxicab



### Motor Vehicle Licensing

DIRECTOR WILLIE PAYTON
ASSISTANT GODWIN ONODU

LOCATION TCOB, 2<sup>ND</sup> FLOOR EAST PHONE 502-564-5301, x5375

FAX 502-564-0471

<u>Website</u>

ORGANIZATIONAL CHART



#### DIVISION OF MOTOR VEHICLE LICENSING

- ◆ Provides county clerks with supplies and computer programs necessary to register and license all vehicles, trailers, and boats in Kentucky in accordance with KRS 186.005
- ♦ Comprises 2 branches:
  - Registration Branch registers all vehicles, issues all license plates, and handles all dealer-refund requests.
  - Title Branch processes and distributes all paperwork relating to vehicle and boat titling.

SERVICE	FLOOR	PHONE
Special Licenses	2 <sup>ND</sup>	564-5301; 564-2774
Vehicle & Boat Titles	2 <sup>ND</sup>	564-2737

#### **KEY WORDS**

AVIS (Automated Vehicle Information System)
Dealer-Refund Request
License Plates: Disabled Parking, Special
Liens, Vehicle
Rebuilts, Titles
Registration, Vehicle

Repossession, Vehicle Salvage Titles Temporary Tags Title Reassignment Titles, Vehicle



### Human Resource Management

EXECUTIVE DIRECTOR KELLIE WATSON
DEPUTY TRINTA COX

LOCATION TCOB, 6<sup>TH</sup> FLOOR

PHONE 502-564-4610, x3038 FAX 502-564-7462 / 6683

**WEBSITE** 

ORGANIZATIONAL CHART

### Office of Human Resource Management

- Oversees the administration of:
  - Personnel records
  - Employee benefits
  - Structural reorganizations
  - Policy Manuals Program
  - Forms Program
  - Recruitment and Diversity Program
- Ensures regulatory compliance and discipline
- Provides employee-training workshops
- Secures safe and healthful work environment
- Comprises three divisions:
  - <u>Division of Personnel Administration</u>
  - <u>Division of Employee Management</u>
  - <u>Division of Professional Development and Organizational Management</u>



### Personnel Administration

DIRECTOR (VACANT)
ASSISTANT (VACANT)

LOCATION TCOB, 6<sup>TH</sup> FLOOR WEST PHONE 502-564-4610, x3038 FAX 502-564-6683/7462

**WEBSITE** 

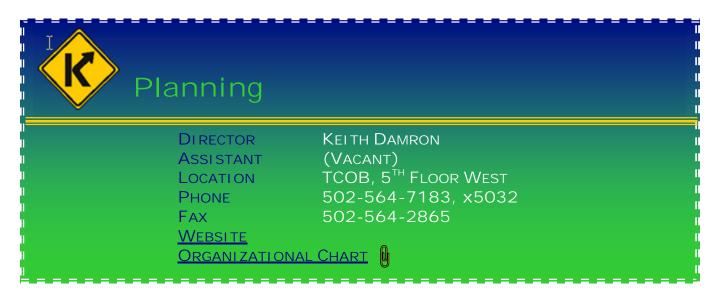
ORGANIZATIONAL CHART

#### DIVISION OF PERSONNEL ADMINISTRATION

- ♦ Reviews, approves, and processes employee/position actions
- Administers payroll and employee benefits
- Recommends staffing levels per employment needs and availability of funds
- Interprets personnel statutes, regulations, policies, and procedures
- ♦ Manages employee suggestion and "Above and Beyond" programs
- ♦ Provides technical assistance and advice to management and employees

#### **KFY WORDS**

Above and Beyond Program
Benefits, Employee
Classifications, Employee
Employment Practices
Insurance, Employee
Leave, Family Medical
Leave Sharing, Annual or Sick
Payroll
Personnel Records
Tax Deductions
Withholdings, Employee



#### DIVISION OF PLANNING

- Collects and maintains highway data to provide basis for projects and programs that Cabinet implements
- Maintains GIS transportation base map
- Prepares and submits various planning-related reports to Federal Highway Administration
- Identifies and analyzes needs for highways and other transportation modes
- Coordinates metropolitan, urban, rural, and statewide transportation planning
- Performs planning for railroads, river ports, freight movement, ferries, and park-and-ride lots
- Generates traffic projections
- Performs regional air-quality conformity
- Administers the Kentucky Bicycle and Bikeway Commission

#### **KEY WORDS**

Access Management **Highway Systems** Metropolitan Planning Organizations Air Quality

Area Development Districts Official State Highway Map

Bicycle and Bikeway Commission Park-&-Ride Lots Coal Haul System Planning Studies **Congestion Management** Rail Planning Ferry Operations Program River Ports

Geographic Information Systems **Traffic Counts** Highway Information System Traffic Forecasting

Highway Mapping Highway Performance Monitoring System

Transportation Plans Weigh in Motion



### Program Management

DIRECTOR RON RIGNEY
ASSISTANT (VACANT)

LOCATION TCOB,  $6^{TH}$  FLOOR EAST PHONE 502-564-3388, x5029

FAX 502-564-4809

**WEBSITE** 

ORGANIZATIONAL CHART

#### **DIVISION OF PROGRAM MANAGEMENT**

- ◆ Develops and monitors Six-Year Highway Plan (SYP)
- Develops and monitors Statewide Transportation Improvement Program (STIP)
- Monitors project expenditures for "Cash Flow Balances"
- Processes requests for state and federal funding
- Prepares state and federal funding authorization documents
- Monitors Oracle SYP Preconstruction Status System and prepares monthly reports
- Monitors federal funding and prepares weekly report
- ♦ Prepares Federal Discretionary Funding (KYD) applications
- ♦ Coordinates federal funding eligibility checks for Congressional-earmarked projects
- ♦ Prepares ad-hoc special reports for Congressional members, Governor, Secretary of Transportation, Commissioner of Highways, Kentucky legislators, State Highway Engineer and staff, Central Office divisions, KYTC districts, FHWA, and open-records requests
- Provides and maintains web-based location maps of SYP projects
- ♦ Performs Geographic Information Systems (GIS) and dynamic Internet data collection

#### **KEY WORDS**

Cash Flow Balances & Cash Management
Federal-Aid Funds
Federal-Aid Program
Federal Discretionary Funding
FHWA
Geographic Information Systems
HB 655 Requests & Other Project Requests
Preconstruction Status Report

Project Authorization
Project Mapping
PR-1 Federal Funding Programming
Six-Year Highway Plan
State Transportation Improvement Program
TC-10 State Funding Authorization Document
& Funding Request
Web Reporting



### Professional Services

DIRECTOR MICHAEL HILL ASSISTANT (VACANT)

LOCATION TCOB, 3<sup>RD</sup> FLOOR WEST 502-564-4555, x3864

FAX 502-564-4422

**WEBSITE** 

ORGANIZATIONAL CHART

#### DIVISION OF PROFESSIONAL SERVICES

- ♦ Develops measures to assure transportation planning needs are defined in projects that generate envisioned KYTC and stakeholder outcomes through successful project management practices
- ◆ Supports procurement of professional consultant services for project development needs
- ♦ Implements KYTC Value Engineering Program, which systematically applies method to improve quality, minimize cost, reduce construction time, ensure safety, and meet environmental/ecological goals

#### **KEY WORDS**

Consultant Services
Engineering Procurement
Project Delivery Process Measurement
Project Development
Project Management



### Project Delivery & Preservation

EXECUTIVE DIRECTOR Chuck Knowles
DEPUTY CHRIS MOBLEY

LOCATIONTCOB,  $6^{TH}$  FLOOR EASTPHONE502-564-3730, x5025

FAX 502-564-2277

**WEBSITE** 

ORGANIZATIONAL CHART

#### OFFICE OF PROJECT DELIVERY AND PRESERVATION

- ◆ Formulates and implements all construction phases of state highway projects, including construction procurement and materials utilization
- ♦ Formulates and implements all policies and procedures pertaining to maintenance, traffic control, and equipment utilization for the state highway system
- ♦ Coordinates with planning, pavement-management, and bridge-management functions to optimize the highway system
- Comprises six divisions:
  - Division of Construction
  - Division of Materials
  - <u>Division of Construction Procurement</u>
  - Division of Maintenance
  - Division of Traffic Operations
  - <u>Division of Equipment</u>



### Project Development

EXECUTIVE DIRECTOR RAY POLLY

DEPUTY ROBERT D. MARTIN
LOCATION TCOB, 6<sup>TH</sup> FLOOR EAST
PHONE 502-564-3730, x5025

FAX 502-564-2277

**WEBSITE** 

ORGANIZATIONAL CHART

#### OFFICE OF PROJECT DEVELOPMENT

- ♦ Manages work in the development phase of highway projects, including:
  - Planning
  - Bridge and Highway Design
  - Environmental Components
  - Consultant Prequalification and Selection
  - Right-of-Way Acquisition
  - Utility Relocation
- ♦ Comprises six divisions:
  - <u>Division of Structural Design</u>
  - <u>Division of Highway Design</u>
  - <u>Division of Environmental Analysis</u>
  - Division of Planning
  - Division of Right of Way and Utilities
  - <u>Division of Professional Services</u>



### Public Affairs

EXECUTIVE DIRECTOR CHUCK WOLFE DEPUTY (VACANT)

LOCATIONTCOB,  $6^{TH}$  FLOOR WESTPHONE502-564-3419, x5031

FAX 502-564-4809

**WEBSITE** 

Organizational Chart

#### OFFICE OF PUBLIC AFFAIRS

- ♦ Handles communications with the media, general public, and Cabinet employees
- ♦ Disseminates information about Cabinet services, functions, and activities by issuing informational/educational materials, publications, and press releases, as well as by presenting promotional campaigns, special events, and speeches
- ◆ Issues a monthly employee newsletter that covers Cabinet issues, activities, and awards
- Manages Adopt-A-Highway Program
- Develops and produces various maps and brochures
- ♦ Promotes various Cabinet programs, including Drive Smart Kentucky, Kentucky Engineering Exposure Network (KEEN), and Wildflower Program

#### **KEY WORDS**

Adopt-a-Highway Program Media Relations Newsletter, Employee Promotional Events
Public Educational Materials
Public Relations



### Purchases

**DIRECTOR** PEGGY STRATTON

ASSISTANT (VACANT)

LOCATION TCOB, 4<sup>TH</sup> FLOOR EAST PHONE 502-564-4630, x5042

FAX 502-564-7069

**W**EBSITE

ORGANIZATIONAL CHART

#### **DIVISION OF PURCHASES**

- ◆ Implements programs and practices for purchases of supplies, equipment, materials, and services
- ◆ Provides guidance and uniformity in interpretation and administration of laws, policies, rules, and regulations that apply to purchasing operations
- Assists with and processes purchasing documents
- ◆ Prepares bid specifications, issues invitations to bid, and awards bids on all delegated items
- ♦ Handles emergency purchases and special authorities purchases
- ♦ Handles the solicitation process for establishment of Personal Service Contracts, excluding those for engineering services and legal services
- ◆ Provides oversight of Memorandums of Agreement between Cabinet and other governmental entities and/or political subdivisions

#### **KEY WORDS**

Commodities/Services Procurement, Miscellaneous Commodity Codes eMARS (Enhanced Management Administrative & Reporting System) Security Memorandums of Agreement Payment Authorization, Delegated Purchases Personal Service Contracts Purchase Orders Purchase Requisitions Purchases, Delegated

Purchases, Emergency Purchases, Small Vendor Applications

#### QUICK CONTACT LIST

Seven-digit numbers require 502 prefix when calling or faxing TCOB. Four-digit phone numbers are TCOB extensions. To call an extension directly when outside TCOB, dial 502-564-9900 and then the extension.







CONTACT	PHONE	FAX	LOCATION
Accounts	5041	5621 / 0845	4
Audits / Audit Services	5040	6766	4
Aviation	564-0099	7953	90 Airport Rd
Budget & Fiscal Management	5026	9454	6
Building Superintendent	4281	0.01	1
Capital City Airport	564-0099	564-0172	90 Airport Rd
Civil Rights & Small Business Development	3038	7462 / 6683	6
Conference Center	4307	7741	1
Construction	5046	8388	3
Construction Procurement	5045	8961	3
Driver Licensing	5060	0109	2
Employee Management	3038	7462 / 6683	6
Environmental Analysis	5061	5655	5
Equipment	564-3916	3198	1234 Wilkinson Blvd
	_		
Facilities Support	564-3040	6754	1219 Wilkinson Blvd
FHWA	223-6720	223-6735	330 West Broadway
Geotechnical	564-2374	4389	1236 Wilkinson Blvd
Graphic Design & Printing	4293	6849	1
Greater Commonwealth Aviation	564-0099	7953	90 Airport Rd
Highway Design	5035	3324	5
Highway Safety / Highway Safety Programs	3604	2629	4
Highways	5025	2277	6
Human Resource Management	3038	7462 / 6683	6
Incident Management	4340	2978	1
Information Technology	5037	3174	4
Inspector General	564-0501	6862	700 Louisville Rd
Legal Services	5023	5238	6
Local Programs	3052	6615	6
Mail Room	4279		1
Maintenance	5052	3532	3
Materials	564-3160	7034	1227 Wilkinson Blvd
Mero Street Café	564-9598		1
Motor Carriers	5058	2132	2
Motor Vehicle Licensing	5375	0471	2
Personnel Administration	3038	7462 / 6683	6
Planning	5032	2865	5
Professional Dev. & Organizational Mgmt	3038	7462 / 6683	6
Professional Services	3864	4422	3
Program Management	5029	4809	6
Project Delivery & Preservation	5025	2277	6
Project Development	5025	2277	6
Public Affairs	5031	4809	6
Purchases	5042	7069	4
Right of Way & Utilities	5036	0505	5
Road Fund Audits	5040	6766	4
Rural & Municipal Aid	3052	6615	6
Rural & Secondary Roads	3052	6615	6
•	5024	9540	6
Secretary Security, Building		3340	1
	4308 / 4309	2077	
State Highway Engineer	5025	2277	6
Structural Design	5053	2581	3
Support Services	564-3040	6754	1219 Wilkinson Blvd
Traffic Operations	5052	3532	3
Transportation Delivery	5048	2058	3
Vehicle Regulation	5051	6403	2



### Right of Way & Utilities

DIRECTOR Steve Damron

ASSISTANT (VACANT)

LOCATION TCOB, 5<sup>TH</sup> FLOOR EAST PHONE 502-564-3210, x5036

FAX 502-564-0505

**WEBSITE** 

ORGANIZATIONAL CHART

#### DIVISION OF RIGHT OF WAY AND UTILITIES

- Acquires rights of way
- ♦ Relocates utilities
- Provides technical guidance to district offices, including final approval of:
  - Appraisals
  - Relocation benefits
  - Utility agreements

#### **KEY WORDS**

Acquisitions, Right of Way Appraisals, Right of Way Negotiations, Right of Way Railroad Crossings Rail Safety Program Relocation Assistance Program Surplus Property Utility Facilities Utility Relocation



# Rural & Secondary Roads

EXECUTIVE DIRECTOR RICK LONG DEPUTY (VACANT)

LOCATIONTCOB,  $6^{TH}$  FLOOR EASTPHONE502-564-2060, x3052

FAX 502-564-6615

<u>Website</u>

ORGANIZATIONAL CHART

#### OFFICE OF RURAL AND SECONDARY ROADS

- ◆ Administers the following programs, which are dedicated to helping local governments improve their rural community roads:
  - County Road Aid Funding
  - Municipal Road Aid Funding
  - Rural / Secondary Funding

#### **KEY WORDS**

County Road Aid Funding Municipal Road Aid Funding Rural / Secondary Funding



SECRETARY JOSEPH PRATHER

(VACANT) DEPUTY

CHIEF OF STAFF GERI GRIGSBY

TCOB, 6<sup>TH</sup> FLOOR EAST LOCATION PHONE 502-564-4890, x5024

502-564-9540 FAX

**W**EBSITE

ORGANIZATIONAL CHART

The Kentucky Transportation Cabinet comprises ten executive offices and four departments:

Offices		DEPARTMENTS
Audits	Inspector General	Aviation
Budget & Fiscal Management	Legal Services	Highways
Civil Rights & Small Business Development	Public Affairs	Rural & Municipal Aid
Human Resource Management	Support Services	Vehicle Regulation
Information Technology	Transportation Delivery	

The Cabinet is responsible for maintaining and improving transportation infrastructure of the Commonwealth—including more than 27,000 miles of roadways, 160 licensed airports, and 23 public transportation systems—and for registering approximately 2.7 million licensed drivers and 3.4 million vehicles annually. Moreover, the Cabinet exercises its jurisdiction in the areas of highway safety, public transportation, waterways, railways, aviation, bikeways, and motor vehicle regulation.

#### MISSION STATEMENT

To provide a safe, efficient, and environmentally sound transportation system for the movement of people and goods, thereby enhancing the quality of life and economic development in Kentucky



### Local Programs

EXECUTIVE DIRECTOR (VACANT)

DEPUTY (VACANT)

 LOCATION
 TCOB, 6<sup>TH</sup> FLOOR EAST

 PHONE
 502-564-2060, x3052

FAX 502-564-6615

**WEBSITE** 

ORGANIZATIONAL CHART

#### OFFICE OF LOCAL PROGRAMS

- ◆ Administers federally funded reimbursement programs and other programs as determined by the Secretary of Transportation Cabinet, such as:
  - Congestion Mitigation and Air Quality Program
  - Federal Earmarks
  - Safe Routes to School Program
  - Scenic Byways Program
  - Transportation Enhancement Program

#### **KEY WORDS**

Congestion Mitigation & Air Quality Program Federal Earmarks Safe Routes to School Program Scenic Byways Program Transportation Enhancement Program



## State Highway Engineer

STATE HIGHWAY ENGINEER

ASSISTANT

LOCATION

PHONE

FAX

**WEBSITE** 

ORGANIZATIONAL CHART

MIKE HANCOCK BOB LEWIS

TCOB, 6<sup>TH</sup> FLOOR EAST 502-564-3730, x5025

502-564-2277

As chief technical advisor to the Commissioner of Highways, the State Highway Engineer directs all engineering and support functions of the Department of Highways at both the Central Office and the District Office levels.

Each Assistant State Highway Engineer works with the State Highway Engineer, managing and coordinating engineering and support functions of the Department of Highways. Responsibilities include:

- ♦ Coordinating efforts among project teams, Cabinet divisions, and other agencies, including the Federal Highway Administration
- ♦ Establishing and monitoring project priorities and schedules
- ♦ Monitoring project budgets, expenditures, and authorizations to predict and control cashflow requirements
- ♦ Assisting project team in satisfying National Environmental Policy Act (NEPA) requirements
- ♦ Responding to inquiries and concerns from individuals, public officials, and agencies relative to projects and highway programs
- Researching and developing improvements in engineering efficiency

#### **KEY WORDS**

Cash Flow & Budgets Change Order Review Committee Engineering Research Engineering Technology Highway Program Management NEPA Requirements Permits, Encroachment Policy Development, Highway Program Development, Highway Project Manager Training



## Structural Design

DIRECTOR MARK HITE ASSISTANT (VACANT)

LOCATION TCOB, 3<sup>RD</sup> FLOOR EAST PHONE 502-564-4560, x5053

FAX 502-564-2581

**WEBSITE** 

ORGANIZATIONAL CHART

#### DIVISION OF STRUCTURAL DESIGN

◆ Designs bridge replacement, bridge rehabilitation, bridge widening, and new bridge projects

◆ Performs geotechnical drilling, engineering, and lab testing for roadway, structure, construction, and landslide projects

#### **KEY WORDS**

Bridge Design

Bridge Rehabilitation

Bridge Replacement

Bridge Widening

Geotechnical Drilling

Geotechnical Engineering

Geotechnical Testing



## Support Services

**EXECUTIVE DIRECTOR** 

JON CLARK (ACTING)

DEPUTY

(VACANT)

LOCATION PHONE

TCOB, 1<sup>ST</sup> FLOOR

502-564-5039

502-564-3040

FAX

502-564-2629

502-564-6754

1219 WILKINSON BLVD

**WEBSITE** 

ORGANIZATIONAL CHART

#### OFFICE OF SUPPORT SERVICES

Comprises two divisions:

### **Division of Facilities Support**, which:

- ◆ Maintains the building security program (TCOB, 1<sup>st</sup> Floor)
- Coordinates Cabinet events in the Conference Center (TCOB, 1st Floor)
- Oversees the administration of the Cabinet's capital construction projects (1219 Wilkinson Blvd)
- Manages Cabinet facilities statewide, including office supplies, equipment, and furniture (1219) Wilkinson Blvd)

### Division of Graphic Design and Printing, which:

♦ Facilitates Cabinet's graphic design and printing services (TCOB, 1<sup>st</sup> Floor)



### Traffic Operations

DIRECTOR Jeff Wolfe ASSISTANT (VACANT)

LOCATION TCOB, 3<sup>RD</sup> FLOOR EAST PHONE 502-564-3020, x5052

FAX 502-564-3532

**WEBSITE** 

Organizational Chart

#### **DIVISION OF TRAFFIC OPERATIONS**

- ♦ Formulates, interprets, and distributes policies, rules, and regulations related to trafficoperations functions
- ♦ Supports districts in installation and maintenance of traffic signals, roadway lighting, and navigational lights
- ◆ Provides traffic-engineering services to project-development process and for ongoing traffic operations
- ♦ Leads efforts to improve traffic flow through use of traffic-signal systems and other high-technology applications
- ◆ Provides design services to project-development process by developing traffic-signal and roadway-lighting plans
- ♦ Administers highway safety engineering programs

#### **KEY WORDS**

Intelligent Transportation Systems (ITS)

Lights, Navigational

Lights, Roadway

Traffic Engineering

Traffic Flow

Traffic Signals

Traffic Signal Systems



## Transportation Delivery

EXECUTIVE DIRECTOR VICKIE BOURNE

DEPUTY (VACANT)

LOCATION TCOB, 3<sup>RD</sup> FLOOR EAST PHONE 502-564-7433, x5048

FAX 502-564-2058

**WEBSITE** 

ORGANIZATIONAL CHART

#### OFFICE OF TRANSPORTATION DELIVERY

- ♦ Provides public-transit and human-services transportation delivery
- Implements statewide public-transit grants and contracts
- Maintains state carpool program
- Administers transit drug and alcohol program

#### **KEY WORDS**

Carpool/Energy

Coordinated Transportation

FTA (Federal Transit Administration) Grants

Job Access/Reverse Commute

**Human Services Transportation Delivery** 

New Freedom Initiative

Nonemergency Medical Transportation

Nonpublic School Bus Transportation

**Public Transportation** 

Transit Drug & Alcohol Program

United We Ride

Vocational Rehabilitation Program (Department of Blind Transportation)



## Incident Management

DIRECTOR JEFF BIBB **ASSISTANT** (VACANT)

TCOB, 1<sup>ST</sup> FLOOR EAST LOCATION 502-564-2080, x4340 PHONE

FAX 502-564-2978

**W**EBSITE

ORGANIZATIONAL CHART



#### **DIVISION OF INCIDENT MANAGEMENT**

- Gathers critical highway-condition and weather information on 24-hour, 7-day basis for dissemination to highway users and for coordination such information with regional transportation systems currently operating in three major urban areas:
  - Lexington
  - Louisville
  - Northern Kentucky-Cincinnati
- Oversees Safety Assistance for Freeway Emergencies (SAFE) Patrols, which provide assistance and security for disabled vehicles and their drivers along major thoroughfares in highway districts
- Develop and maintain equipment to patrol high-traffic-volume routes, such as interstate roads and parkways

#### **KEY WORDS**

**Emergency Response** 511 **Incident Management SAFE Patrols Traffic Conditions** Weather Monitoring



#### DEPARTMENT OF VEHICLE REGULATION

- ♦ Administers policies and procedures set forth by the Transportation Secretary
- Provides services mandated by KRS 138, 186, 187, 190, and 281
- Comprises three divisions:
  - <u>Division of Motor Vehicle Licensing</u>
  - <u>Division of Motor Carriers</u>
  - Division of Driver Licensing

For administrative purposes, the <u>Kentucky Motor Vehicle Commission</u> is attached to the Department of Vehicle Regulation.

1—Paducah

5—Louisville

9—Flemingsburg

2—Madisonville

6—Covington

10—Jackson

3—Bowling Green

7—Lexington

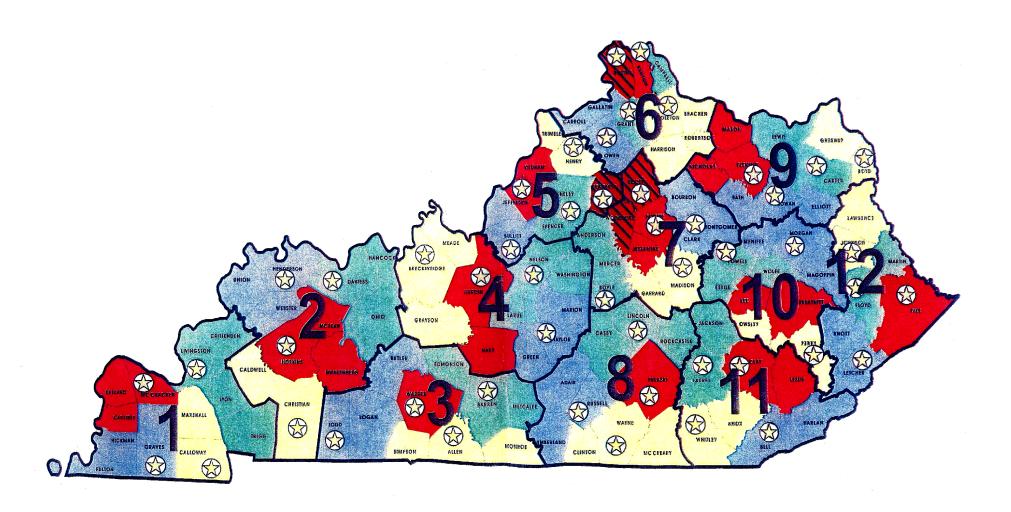
11—Manchester

4—Elizabethtown

8—Somerset

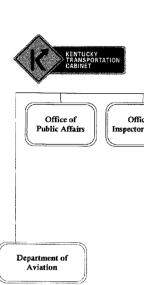
12—Pikeville

# K ENTUCKY HIGHWAY DISTRICT OFFICES 1-12



## **E**MERGENCY

Emergency Numbers	
AMBULANCE 911	
CAPECON	
DISASTER & EMERGENCY SERVICES502-564-7815	
FIRE911	
INFIRMARY, TCOB	
MAIL ROOM, TCOB 564-4868, х4279	
POLICE	
SECURITY, TCOB 564-7925, x4308 / 4309 (Press Security Alert button on FlexiCom phone pad.)	
SUPERINTENDENT, TCOB 564-2872, x4281 CELL: 330-7754	
TRAFFIC & TRAVEL INFORMATION 511 (ROAD CONDITIONS)	



ORGANIZATIONAL CHART

OFFICE OF THE SECRETARY

Office for Office of Office of Office of Office of Office of Office of Civil Rights & Small Office of Office of Transportation Human Resource Budget & Fiscal Information Inspector General Legal Services Business Audits Support Services Delivery Management Management Technology Development Division of Division of Division of Division of Personnel Facilities Support Road Fund Audits Accounts Administration Division of Division of Division of Division of Graphic Employee **Audit Services** Purchases Design & Printing Management Division of Department of Program Highways Management Division of Department of Professional Department of Rural & Municipal Aid Vehicle Regulation Development & Organizational Management Office of Office of Office of Project Delivery & Division of Highway Safety Project Development Capital City Airport Preservation Office of Motor Vehicle **Local Programs** Division Licensing Division of Division of Division of Incident Kentucky Bicycle Planning Construction Management & Bikeway Greater Division of Commission\* Commonwealth Motor Carriers **Aviation Division** Division of Division of Division of Office of **Highway Safety** Materials Structural Design Rural & Secondary Programs Roads Kentucky Airport Division of Motorcycle Zoning Division of Driver Licensing Division of Advisory Commission\* Construction Highway Design Commission for Procurement Highway Safety\* Kentucky Motor Motorcycle Safety Vehicle Division of Education Division of Commission\* Environmental Advisory Equipment Commission\* Analysis District Office 1—Paducah Division of Division of District Office 2-Madisonville Traffic Operations Secretary of Transportation Right of Way & District Office 3—Bowling Green Utilities District Office 4—Elizabethtown District Office 5—Louisville District Office 6-Covington Division of District Office 7-Lexington Maintenance Division of District Office 8—Somerset \*Attached to Transportation Cabinet Professional District Office 9-Flemingsburg for Administrative Purposes Services District Office 10-Jackson District Office 11-Manchester District Office 12—Pikeville

# TRANSPORTATION CABINET OFFICIALS 1912—PRESENT

#### DEPARTMENT OF PUBLIC ROADS 1912—1920 COMMISSIONERS

Rodman Wiley	1912—1916 1916—1919 1919—1920	
DEPARTMENT OF STATE ROADS AND HIGHWAYS 1920—1934 CHAIRMEN OF STATE HIGHWAY COMMISSION		
Leslie J. Samuels	June 1920—December 1923December 1923—February 1924February 1924—June 1927June 1927—December 1928June 1929—December 1934	
DEPARTMENT OF HIGHWAYS 1934—1936 CHAIRMEN OF STATE HIGHWAY COMMISSION		
J. L. Donaldson	December 1934—April 1935 April 1935—January 1936 January 1936—July 1936	
DEPARTMENT (BUREAU) OF HIGHWAYS 1936—1973 COMMISSIONERS OF HIGHWAYS		
J. L. Donaldson R. G. Williams	July 1936—January 1940 January 1940—April 1943 April 1943—December 1943 .December 1943—December 1947	

# TRANSPORTATION CABINET OFFICIALS 1912—PRESENT

### DEPARTMENT (BUREAU) OF HIGHWAYS 1936—1973 COMMISSIONERS OF HIGHWAYS (Continued)

Mitchell W. Tinder	November 1954—December 1955
Robert Humphreys	December 1955—June 1956
Bert Kiser	June 1956—November 1956
Robert Humphreys	November 1956—November 1957
Dr. James W. Martin	
Ward J. Oates	June 1958—December 1959
Earle C. Clements	December 1959—September 1960
Henry Ward	September 1960—November 1966
Mitchell W. Tinder	November 1966—December 1967
William B. Hazelrigg	December 1967—March 1969
Eugene Goss	March 1969—August 1970
B. E. King	August 1970—December 1971
Charles Pryor	December 1971—March 1973

## DEPARTMENT OF TRANSPORTATION TRANSPORTATION CABINET 1973—PRESENT SECRETARIES OF TRANSPORTATION

Elijah M. Hogge	March 1973—January 1974
James E. Gray	January 1974—June 1974
Billy Paxton	June 1974—February 1975
John C. Roberts	
Calvin C. Grayson	March 1977—December 1979
Frank R. Metts	December 1979—October 1982
James F. Runke	October 1982—December 1983
Floyd G. Poore	December 1983—May 1985
C. Leslie Dawson	May 1985—January 1988
Milo D. Bryant	January 1988—December 1991
Don C. Kelly	December 1991—December 1995
Fred N. Mudge	
James C. Codell III	October 1996—December 2003
Maxwell Clay Bailey	December 2003—February 2005
Bill Nighbert	February 2005—December 2007
Joseph Prather	December 2007—Present

#### **OTHER STATE AGENCIES & OFFICES:**

http://kentucky.gov/Portal/OrgList.aspx